

Updated Remittance Process

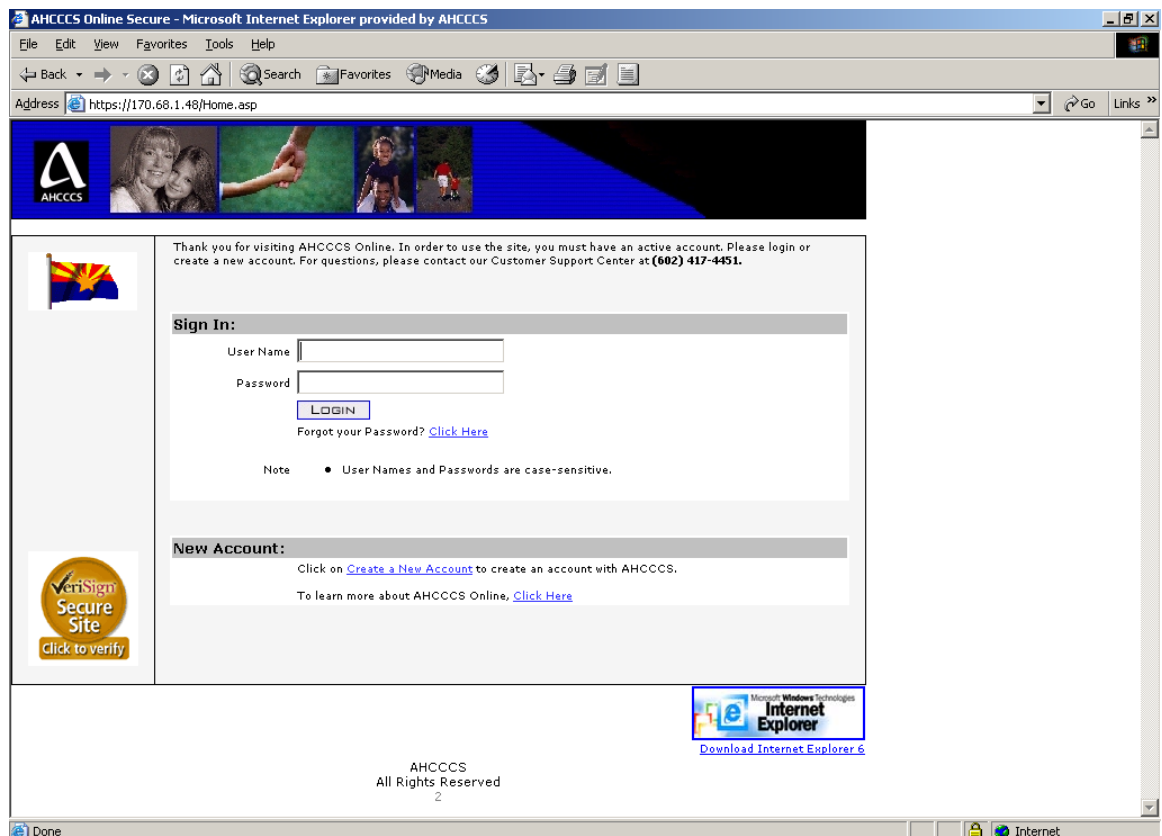
Using the upgraded AHCCCS Remit process, you can download your remittances directly from a secure AHCCCS Internet website and store them in either electronic or hardcopy format, depending on your preference.

If you already have an active username and password to the AHCCCS Online website, please disregard the first section of this document and proceed directly to the "Accessing Your Remittances" section.

Accessing the AHCCCS Online website

In order to access this site, you will need a username and password approved by AHCCCS. If you do not currently have an active account, you can sign up for one in the following manner:

1. Access the AHCCCS website:
Production : <https://scertsrv.ahcccs.state.az.us/Home.asp>
2. Click on the "Create a New Account" link the "New Account" section of the page.



3. Read and agree to the AHCCCS End User Agreement (if you do not agree, you can not complete the account creation process).

AHCCCS Online Secure - Microsoft Internet Explorer provided by AHCCCS

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Address https://170.68.1.48/Enroll_UserAgreement.asp Go Links

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Enrollment Steps

1. **User Agreement**
2. Select Account
3. Verification
4. Create Profile
5. Account Created

Please read the following terms of use and indicate that you agree by clicking the "I Agree" button at the bottom of the page

Warning: The information provided through the AHCCCS Online Web Application is confidential under state and federal law. Use and disclosure of this information is limited to purposes directly related to the administration of Arizona Health Care Cost Containment System. The use and disclosure of this information is also subject to the privacy and security requirements of the Administrative Simplification provisions of the federal Health Insurance Portability and Accountability Act.

The Master Account Holder is responsible for ensuring the confidentiality of any information obtained from this web application by persons using the Master Account Holder user ID or any individual user IDs approved by the Master Account Holder.

The Master Account Holder is responsible for informing itself and its employees and agents of the requirements of all applicable privacy laws and ensuring:

Compliance with the license agreement,
That individual accounts are limited to employees who need the information to perform their employment-related duties,
That inactive individual accounts are deactivated, and
That the Master and individual user IDs and passwords are not shared or disclosed.

AHCCCS
All Rights Reserved
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Done Internet

4. Enter your provider number and tax ID number into the fields as requested.

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Enrollment Steps

1. User Agreement
2. Select Account
- 3. Verification**
4. Create Profile
5. Account Created

Please provide the following information:
* Indicates a required field.

Use only the first 6 digits of your provider number.

Provider Number*

Tax ID Number*

AHCCCS
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Done Internet

5. Create your user profile (including your username, password, hint question and answer, account type selection, and contact information).

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Address https://170.68.1.48/Enroll_GetUserInfo.asp?PID=313643&taxid=860788300 Go Links »

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Enrollment Steps

1. User Agreement
2. Verification
- 3. Create Profile**
4. Account Created

Please verify that the following information is related to the provider for which you wish to create an account. If it is incorrect and not the provider for which you are authorized to create an account, [click here](#) to return to the provider input form.

Provider Information:

Provider Name	SURGICENTER
Provider Number	313643
Tax ID Number	860788300

* Indicates a required field.

In order to create your account, please provide the following information about yourself

Enter a User Name and Password: (At least 6 characters)

User Name*

Password*

Confirm Password*

Please choose a hint question and answer to be used to retrieve your password should you forget it. (Mothers maiden name, pets name etc...)

Choose a Hint Question and Answer:

Hint Question*

Answer*

Individual accounts will be activated by a master account holder for your provider. If you have any questions regarding creating an INDIVIDUAL account, please contact your local master account holder for more information.

In order to create an account, please provide the following information about yourself.

User Account Information:

First Name*

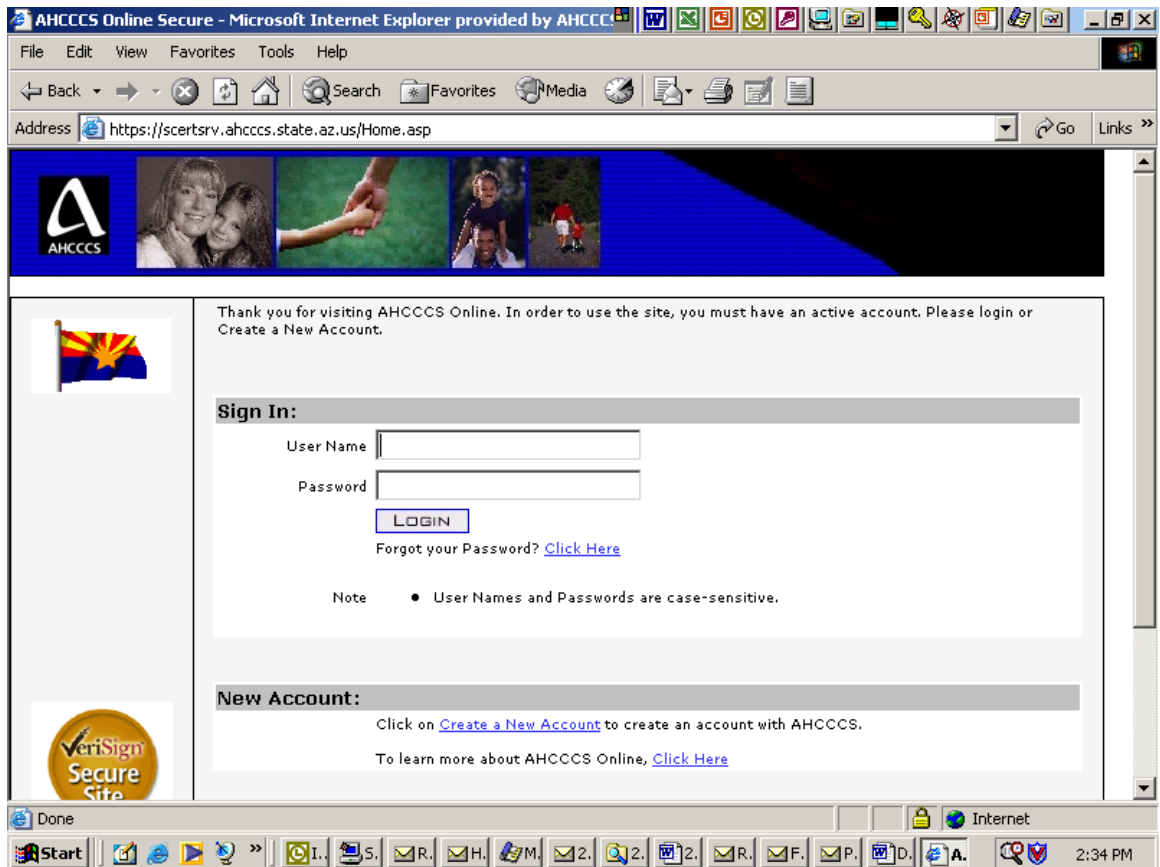
Last Name*

Done Internet

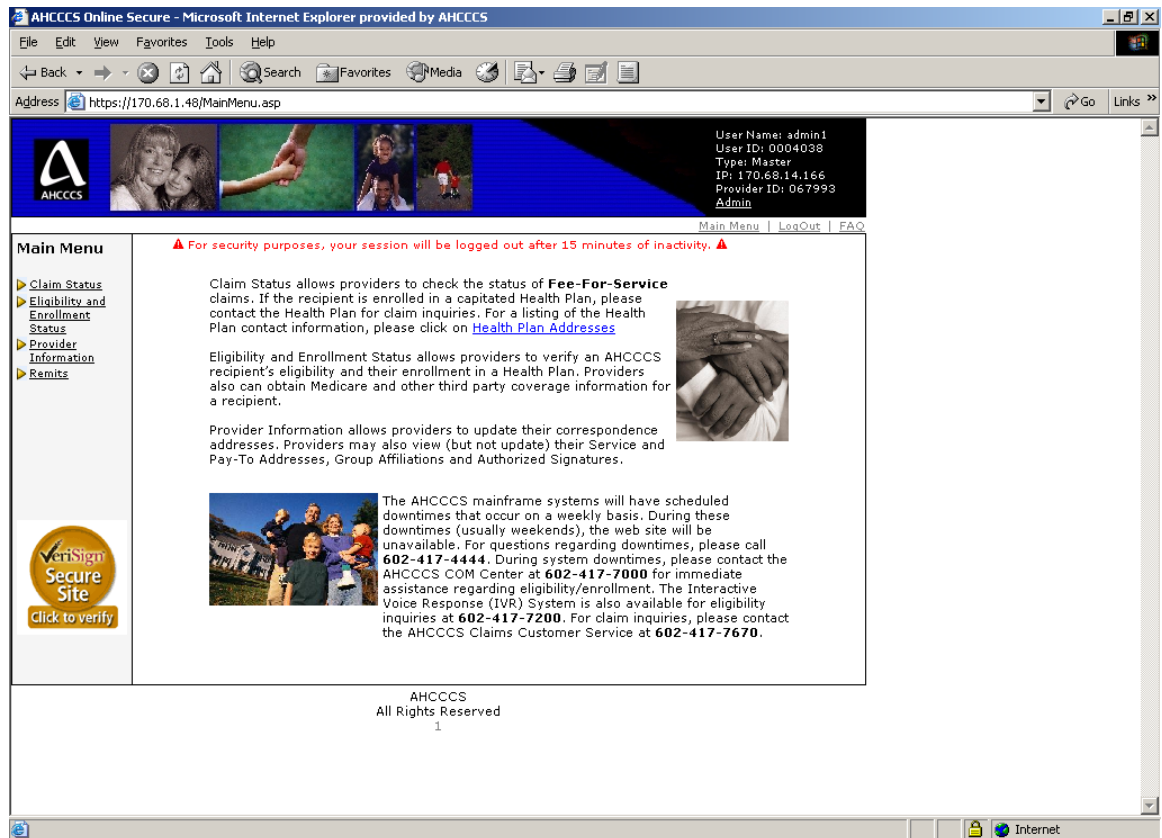
6. Successful completion of the web-based account request process will be followed by a letter sent to you via US mail containing your account activation code. You cannot access the website without first completing your account setup with this activation code.

Accessing Your Remittances

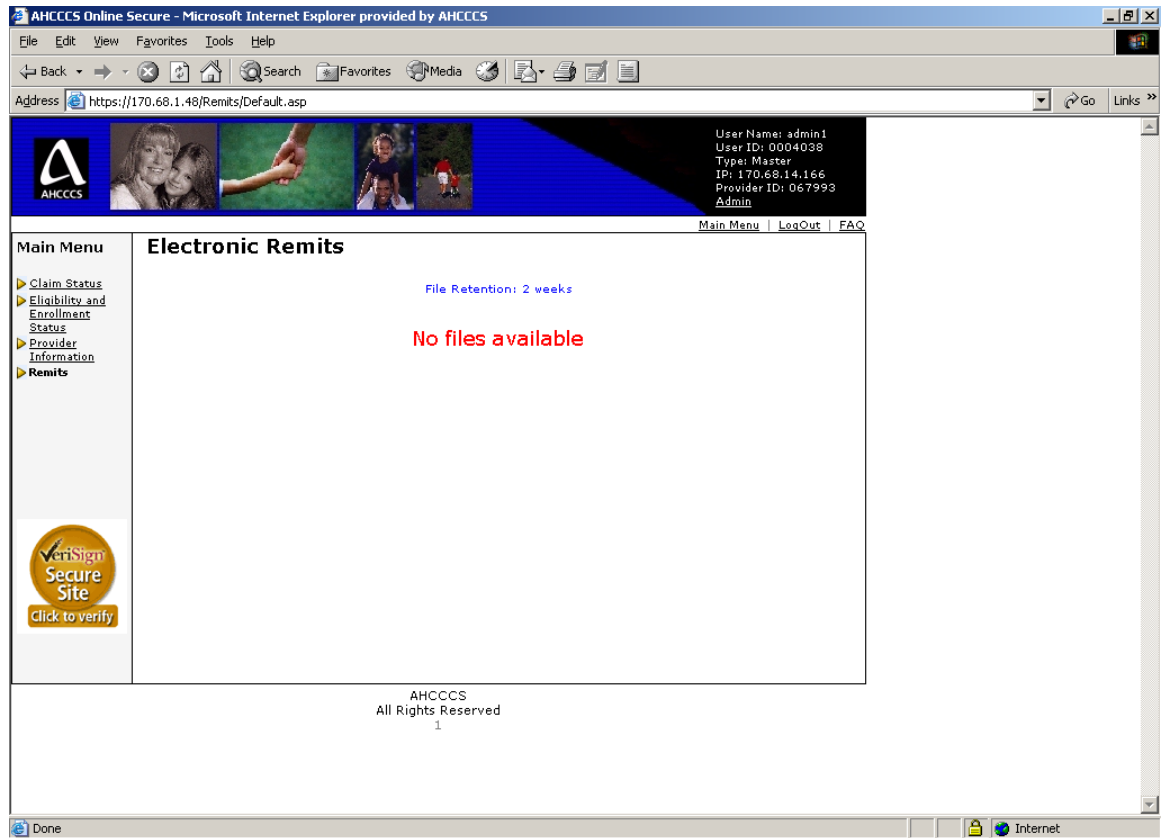
1. Use the username and password from your activated account to gain access to the AHCCCS Online website.



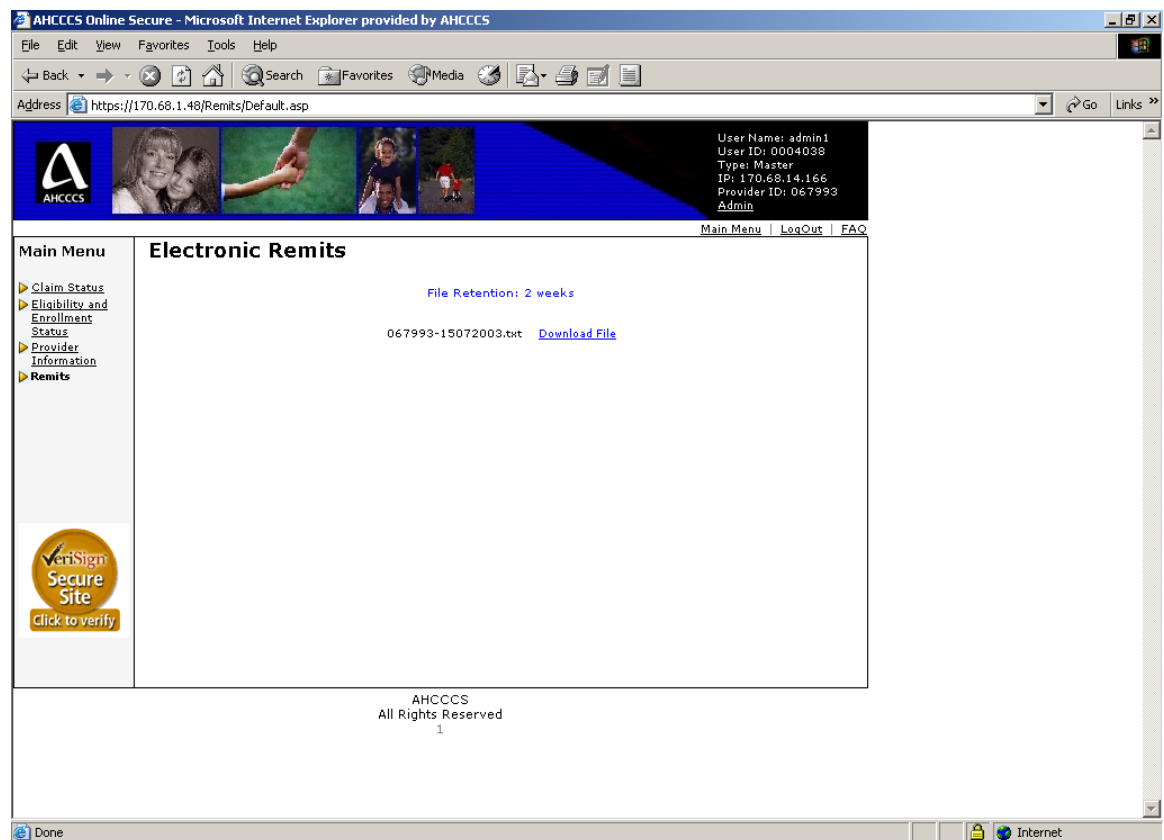
2. Access the Remittances site functionality by clicking on the "Remits" link on the left side of the page (bottom link available in the Main Menu on the left side of the page).



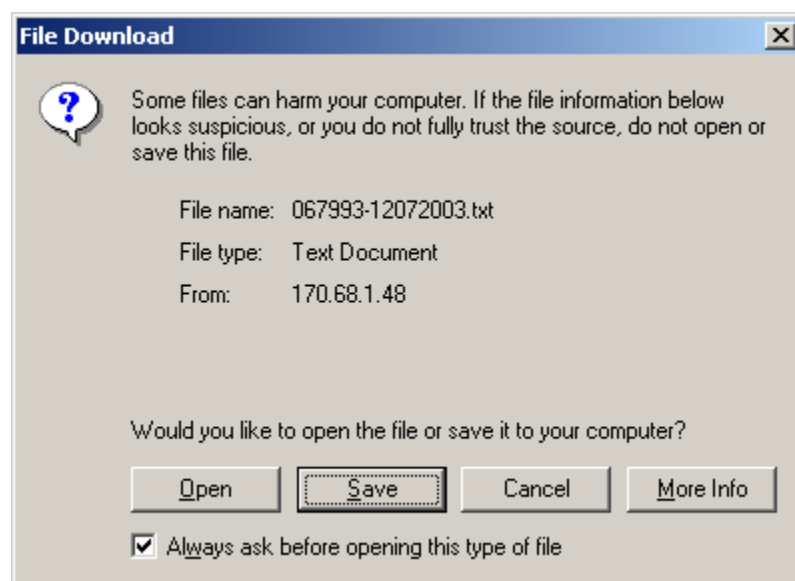
3. If you have no available remittance files, you will instead receive the following page advising you of the lack of available files.



If you have any available remittance files, they will be listed on the next page.



5. To download a remittance file, click the "download file" link to the right of the filename corresponding to the file that you wish to download. You will then see this popup box appear on the screen.



6. Click the "Save" button. You will then be provided a window in which to specify where you wish the remit file saved.
7. Specify a location and click the "Save" button. The file has been saved and can be accessed directly from there, and displayed in any text editor (Notepad, Wordpad, Winword, etc.)

* Note: remittance files are retained by AHCCCS Online for 2 weeks. After 2 weeks, they will no longer be available via AHCCCS Online.